

# ARIZONA STATE BRAILLE AND TALKING BOOK LIBRARY

## ANNUAL STUDENT CERTIFICATION FORM FOR SERVICE TO PUBLIC OR PRIVATE SCHOOLS

The following student will be served by:

SCHOOL NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ DOB \_\_\_\_\_

ADDRESS (HOME) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

READING GRADE LEVEL \_\_\_\_\_

### DISABILITY:

\_\_\_\_\_ VISUAL HANDICAP (not able to read print with corrective lenses)

\_\_\_\_\_ LEGALLY BLIND

\_\_\_\_\_ PHYSICAL HANDICAP (not able to hold book/turn pages)

\_\_\_\_\_ READING DISABILITY **CAUSED FROM ORGANIC DYSFUNCTION**

**This disability must be certified by a medical doctor.**

DISABILITY STATEMENT: Please include a brief written statement of student's disability and/or medical doctor's certification for student with reading disability caused by organic dysfunction.

**\*\*\*This portion must be completed or the application will be returned to you. \*\*\***

Certified by (please print) \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

# Arizona State Braille and Talking Book Library

## Annual Application for Educational Institution (School applications effective September-June)

Agency Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Ext: \_\_\_\_\_

### School Level:

\_\_\_\_\_ Elementary

\_\_\_\_\_ Middle

\_\_\_\_\_ High School

### Types of Service Requested:

\_\_\_\_\_ Books on Tape - Includes one 4-track tape player

\_\_\_\_\_ Magazines on Tape - List of options will be mailed to you

### Reader Profile - Check what applies to those who will be using the service

**Books should be in:** \_\_\_\_\_ English \_\_\_\_\_ Spanish  
\_\_\_\_\_ French \_\_\_\_\_ German  
\_\_\_\_\_ Italian \_\_\_\_\_ Other: \_\_\_\_\_

**Restrictions:** \_\_\_\_\_ No explicit descriptions of violence  
\_\_\_\_\_ No explicit descriptions of sex  
\_\_\_\_\_ No strong language

**Reading Level:** \_\_\_\_\_ Juvenile (Check all that apply)  
\_\_\_\_\_ P-3, \_\_\_\_\_ 2-6, \_\_\_\_\_ 4-7, \_\_\_\_\_ 5-9  
\_\_\_\_\_ Young Adult  
\_\_\_\_\_ Adult

Please send us books from the following subject areas:

**Subjects:**

\_\_\_\_\_Adventure \_\_\_\_\_Fiction 010 \_\_\_\_\_Non-fiction 400  
\_\_\_\_\_Animals \_\_\_\_\_Fiction 011 \_\_\_\_\_Non-fiction 803  
\_\_\_\_\_Best Sellers \_\_\_\_\_Fiction 040 \_\_\_\_\_Non-fiction 550  
\_\_\_\_\_Biography 430, 440, 450, 570  
\_\_\_\_\_Books in Spanish 974  
\_\_\_\_\_Classics 064, 066  
\_\_\_\_\_Family Stories 268  
\_\_\_\_\_Fantasy 181  
\_\_\_\_\_Gentle/Nostalgic Fiction 243  
\_\_\_\_\_Historical Fiction 100  
\_\_\_\_\_History Non-fiction 560  
\_\_\_\_\_Horror Stories 160  
\_\_\_\_\_Humor 600, 603, 604  
\_\_\_\_\_Mysteries 140  
\_\_\_\_\_Nature 809;

\_\_\_\_\_The Occult 660  
\_\_\_\_\_Poetry 730  
\_\_\_\_\_Religion 760, 780, 620  
\_\_\_\_\_Romance Stories 120  
\_\_\_\_\_Science Fiction 180  
\_\_\_\_\_Short Stories 258  
\_\_\_\_\_Social Issues 510  
\_\_\_\_\_Sports Fiction 249  
\_\_\_\_\_Sports Non-Fiction 840  
\_\_\_\_\_Travel 860  
\_\_\_\_\_Travel U. S. only 864  
\_\_\_\_\_Westerns 220  
\_\_\_\_\_YA – Fiction 280, 290, 320  
\_\_\_\_\_YA – Non-fiction 940, 950, 960

- \_\_\_\_\_Library may select books for this account from the subject areas marked above.
- \_\_\_\_\_Send only books that we order (at least 4 books per year to retain equipment.)

**Authorization Signature**

I certify that this agency regularly provides service to individuals who are unable to read a regular print book because of a permanent or temporary visual or physical disability. I hereby request an institutional account with the Arizona State Braille and Talking Book Library in order to provide these individuals with the opportunity to enjoy recorded materials.

**ADMINISTRATOR'S Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Principal, Superintendent, etc.)

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mail completed application and certification form to:**

Arizona State Braille And Talking Book Library  
1030 N. 32nd Street  
Phoenix, Arizona 85008  
Attn: Alice Lauer  
alauer@lib.az.us

# Arizona State Braille and Talking Book Library

## INSTITUTIONAL LOAN POLICY AND PROCEDURES

The Arizona Braille and Talking Book Library in cooperation with the National Library Service loans a circulating collection of recorded books and, if appropriate, equipment to an institution which has on-going contact with and provides services to individuals who are eligible for and have the mental capacity to derive benefit from the services provided by the Library.

**REQUIREMENTS:** All organizations or institutions interested in having a BTBL Account must meet the following requirements.

1. Complete the Library's application for institutional service.
2. Provide a specific, secure physical location for the books and equipment on loan from the library.
3. Designate one person to be responsible for materials to assure the following:
  - books and equipment are made accessible to qualified users.
  - books and equipment are kept in good condition.
  - the book collection and equipment will be returned promptly to BTBL if no longer being used by qualified individuals.
4. Complete a statement of responsibility, signed by the chief officer of the institution.

## INSTITUTIONS SERVED:

1. Residential centers for seniors, e.g. nursing homes and retirement centers.
  - These accounts can have one cassette player and a small circulating collection. Eligible residents who are active readers can also be set up as individual accounts.
2. Medical facilities with patients receiving long-term care lasting a month or more. Examples: special hospital units treating burns, cancer, comas, kidney dialysis; rehabilitation centers; and convalescent centers.
  - These accounts can have one cassette player and a circulating collection of materials. Eligible individuals can be set up for individual accounts when they leave the institution.
3. Centers providing day activities for adults, e.g. senior centers.
  - These accounts can have a cassette player and a small circulating collection. Eligible clients who are active readers can also be set up with individual home accounts.
4. Schools serving qualified students. Applications for students with a reading/learning disability (resulting from organic dysfunction) must be certified by a medical doctor.
  - These account can have a cassette player and a small circulating collection. Eligible clients who are active readers can also be set up with individual home accounts.

ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS  
BRAILLE AND TALKING BOOK LIBRARY

INSTITUTIONAL ACCOUNTS

Thank you for your interest in an institutional account with the Arizona State Braille and Talking Book Library. We provide library service in cooperation with the National Library Service at the Library of Congress. As an institutional account your agency will be entitled to the following services:

- **Books on Tape** - This service includes one 4-track tape player and a small circulating collection of books on tape.
- **Magazines on Tape** - A list of recorded magazines will be sent to you when your service begins.

An application for institutional service is enclosed. Please specify a contact person who will oversee the account. This person will be responsible for at least a quarterly request for books. After an application has been processed, we will send requested books or make selections based on your areas of interest. Replacement books will be sent as books are returned. **Please note that the application requires the signature of the agency director.**

Institutional accounts are designed to accomplish several goals. We encourage you to try out the service with individuals in your care who are no longer able to read a regular print book due to physical or visual handicaps. If the trial is successful, the person may apply for an individual account as long as their disabilities fall within the guidelines of the National Library Service. The individual will then receive equipment and a custom supply of recorded materials. You may also want to use the equipment for group activities or as a temporary loaner when an individual's equipment is out for repair.

Please keep the library's phone numbers handy and ask for me by name when you call. When calling about equipment, it is helpful to have model and serial numbers available. The staff at the Arizona State Braille and Talking Library looks forward to serving your agency.

Sincerely,

Alice Lauer  
Institutional Account Coordinator  
602-255-5578 or 800-255-5578

# ARIZONA STATE BRAILLE AND TALKING BOOK LIBRARY

## CERTIFICATION OF STUDENTS

The student who will be using Talking Book equipment must be certified as eligible for this service. The certification form that you submit with your application for service must be updated at the beginning of each school year. (See attached form).

Service to your school will be suspended by May 15<sup>th</sup> of each year. Service will be resumed as soon as we receive your certification and application forms for the new school year. All talking books and equipment should be returned to us by the end of each school year unless other arrangements are made with the Talking Book Library.

If you need Talking Book service during the summer, special arrangements can be made. Call us before the end of May if you do not want your service suspended during the summer.

If you receive a book that is defective in any way, please place an "X" in the "DAMAGED" box on the return label. If you need a replacement copy, please "X" the "WANT AGAIN" box.

## RECEIVING AND RETURNING MATERIALS

Books are mailed to you postage-free, and are returned to us postage-free. On the outside of the mailing container there is a slot with a reversible mail card. When you receive a book, the side of the card with your name and address is showing. To return materials to us, simply turn over the mail card so that our address is showing and drop the container into a mailbox. Some materials, such as catalogs, don't have to be returned. Such materials have no reversible mailing card, and you may keep them or dispose of them as you wish.

## LOAN PERIOD

All books are loaned for one month and should be returned within a month of the date that appears below your address on the mailing label. You may keep books longer if you need more time to finish them and they are not in demand by other patrons. Call us to renew your books.

## ORDERING BOOKS

You may mail or e-mail requests for specific books, or you may phone in your book requests of up to three (3) titles. Longer lists must be mailed. For fastest service, always give us the name of your school as it appears on your mailing label. You must order books from us during the school year or return the cassette player.

### TYPES OF SERVICE

We offer three types of service. Unless you indicated otherwise on your application for service, we have set you up with “Return and Exchange” service. With this type of service, every time that you return a book to us another is sent in its place. If any books are available from your list of requests, one of those will be sent. If none of your requested books are available, we will select a book for your students by consulting the reading interests you checked on your application.

We also offer “Request Only” service. With this type of service, we only send you books you have asked for. As long as you have requests on file, we will continue to replace the books that you return. If none of the books on your request list are available, no book will be sent.

A third type of service is “Will Call.” With this type of service, we will send you books only when you call or write us to let us know you are ready for more books. We can either send books that you request or select books from reading interest areas that you specify. If the books you request are not available, we will keep those requests on file, but we will not send any books from your request file until you let us know you are ready for more.

You may change the type of service that you are getting at any time. We want to give you the type of service that suits your needs.

### SERVICE ADJUSTMENTS

We can easily make adjustments in your library service. Please call us or send a letter when requesting any changes. Do **not** write notes on the reversible mailing cards or enclose notes in book containers.